

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

February 13, 1959

CIRCULAR NO. A-48

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Regulations under the Government Employees Training Act governing (1) reductions in payments to employees and (2) absorption of costs of training programs

1. Purpose. In accordance with sections 19(c) and 23(a), respectively, of the Government Employees Training Act (72 Stat. 327), this Circular prescribes regulations for (1) reductions in Government payments to officers and employees on account of contributions or awards incident to training in non-Government facilities, or payments incident to attendance at meetings, and (2) absorption of costs of training programs, previously covered by Bureau of the Budget Bulletin No. 59-4 of November 3, 1958, which is hereby rescinded.

2. Reductions in payments to employees.

a. Coverage. Subject to the exceptions in section 4 of the act, the regulations prescribed in paragraph 2 apply to civilian officers and employees of the executive departments, independent establishments, Government-owned or Government-controlled corporations subject to title I or title II of the Government Corporation Control Act, and other agencies of the executive branch; officers of the Coast and Geodetic Survey, Department of Commerce; and civilian officers and employees of the General Accounting Office, the Library of Congress, the Government Printing Office, and the municipal government of the District of Columbia. All such officers and employees and all such departments, independent establishments and agencies are hereafter referred to in paragraph 2 as "employees" and "agencies," respectively.

b. Agency responsibilities.

(1) Section 2(g) of Executive Order No. 10800 of January 15, 1959, and the regulations issued by the Civil Service Commission under section 4(b) of that order prescribe the conditions under which agency heads may approve the acceptance by employees of contributions and awards incident to training, and payments incident to attendance of meetings, under section 19(a) of the act, from the organizations described therein. These organizations are hereafter referred to in paragraph 2 as "donors."

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(2) Agency heads shall provide adequate safeguards to assure that the following regulations are carried out:

- (a) Where an approved payment by a donor fully covers expenses incident to training in a non-Government facility, or travel, subsistence, or other expenses incident to attendance at a meeting, the agency shall not pay for such expenses or shall recover payments previously made in the manner described in (c), below.
- (b) If an approved payment by a donor does not fully cover expenses described in (1) above, the agency may, to the extent authorized by law and regulation, including sections 10 and 19(b) of the act, pay an amount considered sufficient to cover the balance of the expenses. If an amount in excess of such balance has been previously paid by the agency, such amount shall be recovered from the employee in the manner described in (c), below.
- (c) Recoveries of payments, as provided in (a) and (b) above, shall be made in the manner prescribed by regulations of the agency concerned issued under the act of July 15, 1954 (5 U.S.C. 46d and e).
- (d) No reduction in payment by an agency is required where an approved contribution or award to an employee covers types of expenses which the agency is not authorized to pay. For example, where an agency authorizes travel expenses of an employee, including per diem in lieu of subsistence, and transportation expenses of his immediate family and household goods and personal effects to a training location, no reduction in payment by the agency is required if an approved contribution or award covers subsistence expenses of the family en route and expenses incurred by the employee in establishing himself and the family at the training location.
- (e) Expense data shall be obtained from employees or donors in such detail as the agency head deems necessary in order to carry out these regulations.

3. Absorption of costs of training programs.

- a. Extent of absorption. Subsection (a) of section 23 of the act provides as follows: "The Director of the Bureau of the Budget is authorized and directed to provide by regulation for the

absorption by the respective departments, from the respective applicable appropriations or funds available for the fiscal year in which this Act is enacted, and for each succeeding fiscal year, to such extent as the Director deems practicable, of the costs of the training programs and plans provided for by this Act."

- (1) Agencies will be expected to give a high priority to training programs in distributing available funds and other agency resources. The benefits to be obtained from the act offer ample incentive for absorption of costs.
  - (2) Requests for appropriation increases for this purpose will be considered only where the agency head has shown that (a) the improvement in public service or other benefit will be so great as clearly to outweigh the lack of dollar savings to cover costs, and (b) there are no requirements of lesser priority in the agency which can be set aside or deferred to provide funds for the training program.
  - (3) The costs of carrying out the act will ordinarily be included within the regular activity classification in the budget presentation, without separate identification in the printed schedules.
- b. Effect of absorption on employment. Subsection (b) of section 23 of the act provides as follows: "Nothing contained in subsection (a) of this section shall be held or considered to require (1) the separation from the service of any individual by reduction in force or other personnel action or (2) the placing of any individual in a leave-without-pay status."
- c. Administration. Each agency should plan and administer its training activities accordingly.

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